



DEPARTMENT OF THE NAVY  
OFFICE OF THE CHIEF OF NAVAL OPERATIONS  
2000 NAVY PENTAGON  
WASHINGTON, DC 20350-2000

OPNAVINST 5000.25H  
N09B1  
10 December 2001

OPNAV INSTRUCTION 5000.25H

From: Chief of Naval Operations

Subj: AUTHORITY TO RELEASE NAVOPS, NAVADMINS, AND ROUTINE  
MESSAGES FROM THE OPNAV STAFF

1. Purpose. To define uses for NAVOP and NAVADMIN messages, and delegate releasing authority for those plus other routine message traffic originated under authority of the Office of the Chief of Naval Operations (OPNAV).

2. Cancellation. OPNAVINST 5000.25G.

3. Policy

a. Messages stating Navy's position on issues, establishing or changing existing policy, or providing recommendations to or requesting action by higher authority must be reviewed and/or signed by the Chief of Naval Operations (CNO) or Vice Chief of Naval Operations (VCNO).

b. OPNAV Principal Officials (OPOs) will release messages providing routine responses to requests or information on areas within their responsibility. They may further delegate this message releasing authority in their directorates. This delegation does not absolve the OPO from responsibility for content of message traffic released by subordinates. N-codes will maintain a list of individuals authorized message release.

c. NAVADMINS may be released by CNO, VCNO, or Director, Navy Staff (DNS). Additionally:

(1) CNO (N1)/Chief of Naval Personnel may release NAVADMINS for personnel matters;

(2) Chief of Naval Education and Training (CNET) may release NAVADMINS on routine training-related matters;

(3) N3/N5, N4, N6, N7, and N8 may release NAVADMIN messages that are non-controversial, do not establish policy contrary to existing policy, and are related to the business of the directorate;

(4) Navy Command Center (NCC) Duty Captains may release NAVADMIN messages containing information of a time sensitive nature during non-working hours (1600 - 0800 Monday - Friday,

Saturday, Sunday, and holidays). Examples are requirements to half-mast the flag, changes in the status of government (e.g., government shut-down at the expiration of financial obligation authority) and other issues as the NCC Duty Captain, on consultation with superiors, may deem necessary for the efficient operation of the Department of the Navy.

d. NAVADMINs are used to announce:

- (1) Special events or incidents of high Navy interest.
- (2) Proclamations, major award winners, and special national holidays.
- (3) Urgent changes to rules, regulations, or directives to comply with time limits imposed by higher authority.
- (4) Emergency changes to naval warfare publications.
- (5) Time-sensitive guidance affecting large portions of the Navy to preclude loss of personal entitlements.
- (6) Personnel selections for special programs and upward mobility incentives.

e. NAVADMINs will not be used to:

- (1) Publish routine changes to existing directives.
- (2) Invite nominations for awards or announce conferences when timely action would have permitted use of a notice or instruction.
- (3) Publish non-time sensitive information except as noted above.

f. NAVOPs will be released by CNO. In addition to the topics in paragraph 3d, NAVOPs are used to announce:

- (1) Actions on declarations of war.
- (2) Established defense conditions of readiness or announce service-wide military alerts.
- (3) Imminent danger to life, health, or property.

4. Action. NAVOP and NAVADMIN messages must be screened by the OPNAV Telecommunications Center (OPNAV TCC) (CNO (N61G)) for

OPNAVINST 5000.25H  
10 December 2001

proper message format prior to release by delegated releasing  
authorities.

P. A. TRACEY  
Vice Admiral, U.S. Navy  
Director, Navy Staff

Copy to:  
SNDL FT1 (Chief of Naval Education and Training)  
All Divisions of OPNAV